



Juvenile Court eFiling Guide for Public Defender

1. **Rejection Criteria based upon Rule 5.04 of the MN Rules of Civil Procedure:**
 - a. **Incorrect Fees**
 - b. **Incorrect Venue**
 - c. **Incorrect Case Number** It is the filer's responsibility to ensure documents are uploaded to the correct case. Court Administration will reject filings if it is obviously filed on the incorrect case per State Court Administration eFiling rejection criteria (for example, different party names on the document and case). Documents electronically filed to the incorrect case will not be available to the Judicial Officer at the court hearing.
2. **Multiple Case Numbers:** Filings with multiple case numbers must be filed separately into each case.
3. **Separate Documents:** For each filing code used there should be only one lead document. If submitting more than one document select additional filings to add additional document code(s).
4. **Specific Code.** Always use most descriptive filing code available when filing documents. Refrain from using general codes; refer to table below for common filing codes in your area or contact Court Administration if you have specific questions. If you are using a General Code, include the document name in the "Filing Description" field when uploading the document. General codes include: Other Document, Affidavit – Other, Petition – Other.
5. **Urgency:** Documents uploaded to EFS are considered filed as of the date uploaded, regardless of the time reviewed and approved by Court Administration. If your document is time sensitive, please contact Court Administration to notify staff and confirm filing. Also please indicate in the "filing description" any pending hearings or deadlines.
6. **Special Circumstances:** If your filing requires special instructions please include that information in the "filing comments".
7. **Confidential Addresses.** Do not add confidential addresses to the Electronic File and Serve System.
8. **eService:** If you are interested in receiving documents electronically, you must sign your agency up for eService on all cases. If you are required to serve a document upon someone who is not signed up for eService, you may contact that party to request they sign-up for eServe or you will need to serve them with paper. Please note: eService is not available for Pro Se participants.



WASHINGTON COUNTY COURT ADMINISTRATION

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- 9. Hearing Notices:** Court Administration will distribute hearing notices to all parties in paper. This process will be re-evaluated during the eCourtMN implementation and may be subject to change.
- 10. Courtesy Copies:** Judicial Officers may direct electronic or paper courtesy copies be provided in some instances. PSI documents should continue to be sent via email.
- 11. Proposed Orders:** All documents requiring a Judge’s signature should be filed as Proposed Documents with a comment providing the title of the document.
- 12. Under Advisement Submission:** If submitting an ordered submission, note that in the additional “filing description” field.
- 13. Documents produced and or signed in the courtroom:** Documents generated in the courtroom or signed by a judicial officer will be filed in paper and subsequently imaged.
- 14. Documents produced in court that do not require a Judge’s signature:** May be sent through EFS before or after court.
- 15. Public Wi-Fi Access:** Public Wireless is available throughout the Washington County Courthouse. You may access through MJB_Guest or Washcoguest.

Examples of Commonly Used Filing Codes for Public Defenders

Topic	Filing Code	Filing Description	Special Instructions
Motion	Motion	“Urgent” if applicable; PD	cc: Judge’s chambers on all motions scheduled for trial
	Affidavit - Other	PD	
	Motion to Dismiss	PD	
	Responsive Motion	PD	
Continuance Motion	Request for Continuance (along with Proposed Order)	“Urgent” if applicable; Call Court Administration @ 651-430-6311; Cont. of (hrg date and type);	Courtesy copy to Judge if directed
Proposed Order (Any document requiring a Judicial Officer’s signature)	Proposed Document	“Urgent” if applicable and (Title of Document)	



**MINNESOTA
JUDICIAL BRANCH**
TENTH JUDICIAL DISTRICT

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Topic	Filing Code	Filing Description	Special Instructions
Trial			
	Subpoena	PD	
	Witness List	PD	
	Exhibit List	PD	
	Memorandum	“Urgent” if applicable; PD	Courtesy copy to Judge if directed
	Briefs	“Urgent” if applicable; PD	
Writ	Petition for Writ of Habeas Corpus	Date of Hearing	